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June 16, 1981

NUMBER 1400.20

ASD(MRA&L)

Department of Defense Directive

SUBJECT: DoD Program for Stability of Civilian Employment

References: (a) DoD Directive 1400.20, "DoD Program for Stability of Civilian Employment," August 13, 1971 (hereby canceled)
(b) DoD Directive 5025.1, "Department of Defense Directives System," October 16, 1980

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) and:

1. Establishes basic policy concerning the Department of Defense Stability of Civilian Employment Program.
2. Assigns responsibilities for maintaining its continuity and effectiveness.
3. Authorizes, under reference (b), the following publications:
 - a. DoD 1400.20-1-M, "DoD Program for Stability of Civilian Employment Policies."
 - b. DoD 1400.20-2-M, "Counseling Manual for DoD Program for Stability of Civilian Employment."
 - c. DoD 1400.20-3-M, "DoD Program for Stability of Civilian Employment Program Evaluation Guidelines."

B. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Agencies, and the Uniformed Services University of the Health Sciences (herein referred to as "DoD Components").

C. POLICY

The policy of the Department of Defense is to promote stability of employment for civilian employees affected by changing manpower requirements and to provide maximum opportunity for placement in other DoD positions. Consistent with this policy, a strong placement assistance program shall be maintained to minimize the adverse effects on employees caused by actions required for the effective

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management of the Department of Defense, such as, base closures, consolidations, contracting out, classification decisions, rotation from overseas, and transfer of functions.

1. The program shall include such specific actions as advanced planning and notice to employees; priority referral and mandatory placement in other DoD positions; retraining of employees, when feasible; payment of transportation and relocation expenses to other DoD positions; and grade and pay retention and severance payments. These actions shall be reflected in plans for the utilization of civilian personnel resources, and shall receive priority consideration at the installation level.

2. DoD Components shall assure that necessary funds are set aside and available for severance pay and for the payment of travel and transportation expenses for this program.

3. DoD-wide automated referral and placement programs shall be utilized for the mutual benefit of the Components.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)(ASD(MRA&L)) shall:

a. Establish policy and issue procedural guidance, as necessary, to reduce the potential adverse impact on employees and to maximize the use of DoD-wide automated referral and placement programs.

b. Outline these policies and procedures in DoD 1400.20-1-M.

c. In concert with the Military Departments, assure designation of DoD Zone Placement Coordinators and DoD Overseas Theater Coordinators who shall:

(1) Act for the ASD(MRA&L) within their respective zones, provide leadership and direction, obtain the affirmative cooperation required to meet the basic objectives of the DoD program, exercise specific authorities as outlined in DoD 1400.20-1-M, and serve as the principal point of contact in the zone with the Centralized Referral Activity (CRA).

(2) Be responsible for placement coordination for the Atlantic, Pacific, and European Theaters, and exercise specific authorities as outlined in DoD 1400.20-1-M.

2. The Assistant Secretary of Defense (Comptroller) shall provide implementing instructions to DoD Components to assure that specific financing is made available by the Components to installation levels for severance pay, and for travel and transportation expenses of DoD employees incident to relocation under the provisions of this Directive.

3. The Director, Defense Logistics Agency, shall:

a. Serve as the operating agency for the DoD automated placement programs.

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b. Provide management direction and control to the DoD CRA, which shall receive policy guidance from the ASD(MRA&L) through the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) and provide technical guidance to Component, Zone, Regional, Overseas Theater Placement Coordinators, and civilian personnel offices throughout the Department of Defense.

c. Designate the Defense Electronics Supply Center to provide machine and automated data processing services.

4. The Secretaries of the Military Departments and the Director, Defense Logistics Agency, shall each designate one official, who shall be assigned by the ASD (MRA&L) as a DoD Zone Placement Coordinator.

5. The Secretaries of the Military Departments, the Director, Defense Logistics Agency, and the Deputy Assistant Secretary of Defense (Administration) shall designate one Component Placement Coordinator who shall be responsible for assuring the efficient operation of the Stability of Civilian Employment Program and the supporting automated placement programs within the Component. The Coordinator designated shall exercise the authorities and carry out the responsibilities assigned in DoD 1400.20-1-M. This includes providing operational assistance and advice to DoD Regional Placement Coordinators and individual activities in the Component to assure timely internal DoD Component participation in and compliance with the DoD program.

6. The Heads of DoD Components shall:

a. Issue internal policy and procedures, as appropriate, consistent with this Directive.

b. Conduct periodic inspections or surveys to assure program compliance.

c. Designate placement coordinators with responsibility for each of the Office of Personnel Management (OPM) regions and, if required, in the overseas theaters, to assure the efficient operation of the program within and between assigned activities. Normally, a minimum of one Regional Placement Coordinator shall be designated for each OPM region in which the DoD Component has two or more civilian personnel offices. Placement coordinator assignments shall be reviewed periodically to assure that designated coordinators are able to devote the time necessary to assure effective implementation of the program.

d. Assure that employees are treated equitably and uniformly when functions are transferred between activities.

e. Under the general direction of DoD Component, Zone, and Overseas Theater Coordinators, ensure that DoD Regional Placement Coordinators facilitate the smooth functioning of the DoD program within their respective regions, as outlined in DoD 1400.20-1-M.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.

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